

Amend or Reverse Payroll Payments

If you submit a payroll payment to HMRC and then realize you have made an error, HMRC prefers that you correct the error on the next payroll run. If you need to correct the error immediately, you can make amendments to an employee's most recent payroll payment that has been submitted to HMRC. If you need to make amendments to an earlier payroll payment for an employee, you must delete each payment back to the payment you need to edit. You can amend payroll payments from previous tax years.

You cannot modify:

- A payment with AEO or SXP
- An advance holiday payment
- A payment date
- A pay period
- A payee
- A payment amount

To change a payment with AEO or SXP, an advance holiday payment, or a payment date or pay period, delete and recreate the payment.

To change a payee, delete the incorrect payment and create a new payroll payment for the correct payee.

To change an amount, click **Payment Detail** and enter the changes needed for the payroll items listed for the payment. When you enter the changes, QuickBooks recalculates the amount of the payment.

If you amend, or delete and re-create, a payroll payment for a previous year in which you were on RTI, QuickBooks will prompt you to submit either an EYU or an FPS, depending on whether the date you submit the change is before or after 19 April. If you make the changes and submit on or after 20 April you will be prompted to submit an EYU. If you make the changes and submit on or before 19 April, you will be prompted to submit an FPS. You can submit an EYU to correct FPS information for up to six years after you filed your original FPS or EPS. It is not possible to submit an EYU for the previous tax year before 20 April. HMRC will reject the submission.

If you need to make a correction to a payroll payment from a previous year in which you were not on RTI, in other words a year in which you used forms P14 and P35, you will instead need to follow the older process for amending a P14/P35. Even if you originally filed online, you must file an amendment on paper.

Amending payroll payments

You can either submit a new FPS to HMRC at the same time as you make amendments to each payroll payment, or you can choose to include that information in your next regular FPS. QuickBooks will save the information and add it to that FPS.

Note: You cannot edit a payroll payment while you have a pending FPS. To complete the submission, go to the **Employees** menu, click **RTI**, and then click **Resume Pending FPS**.

To do this task

1. In the **Employees** centre, highlight the employee's name and double-click the payroll payment you want to edit.
2. In the **Payroll Payment** window, click **Payment Detail**.
3. Under **Other Payroll Items**, you can either change an amount or quantity or add more payroll items.
 - To change an amount or quantity, click on the item and change it.
 - To add a payroll item:
 - a) In the **Item Name** column, click below the last item displayed.
 - b) Click the drop-down arrow, and choose a payroll item.
 - c) If necessary, enter a rate or quantity.
4. Click OK.

5. If you want to print the payroll payment, click the **Print Later** checkbox.
6. Click **Save & Close**.

Notes:

If you have already printed a payroll cheque and then change the amount to be paid to the employee, be sure to destroy the incorrect payroll cheque after you print the new one.

If you try to submit an updated FPS to HMRC and the submission is not successful, QuickBooks will not save the amendments to the payroll payment. You will need to try again. If you want, when you try again to amend the payroll payment, you can choose not to send a submission until your next regular FPS.

Reversing (deleting) payroll payments

You can either submit a new FPS to HMRC at the same time as you delete a payroll payment, indicating that the payroll payment has been deleted, or you can choose to include that information in your next regular FPS. QuickBooks will save the information and add it to that FPS.

If you need to delete more than one already submitted payroll payment for an employee, or need to delete payroll payments for multiple employees, you must delete the payroll payments one at a time, beginning with the most recent. In this case, do not submit an updated FPS to HMRC until your next regular FPS. QuickBooks will save the information and add it to that FPS.

Note: You cannot delete a payroll payment while you have a pending FPS. To complete the submission, go to the **Employees** menu, click **RTI**, and then click **Resume Pending FPS**.

We recommend that you back up your data before you delete payroll payments.

To do this task

1. In the **Employees** centre, highlight the employee's name and double-click the payroll payment you want to delete.
2. Click the **Delete** icon at the top of the window.

Note: If you try to submit an updated FPS to HMRC and the submission is not successful, QuickBooks will not delete the payroll payment. You will need to try again. If you want, when you try again to delete the payroll payment, you can choose not to send a submission until your next regular FPS.